To: Administration Team, ORKTS

(Email: [ORKTS-AdmT@cuhk.edu.hk](mailto:ORKTS-AdmT@cuhk.edu.hk); or Fax: 3942-0993)

**Change Request Form**

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| --- | --- | --- | --- | --- |
| 1. **Project Particulars** | | | | |
| Funding Scheme | |  | | |
| Name of PI | |  | | |
| Project Title (Project Code) | |  | | |
| Project Duration (in months) | |  | | |
| Awarded Amount | HK$ | | Available Balance | HK$ |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. **Request for Change(s)** | | | | | |
| **Type** | **Details** | | | | |
| Project Extension | Originally approved project duration:  Total period (in months):       Start date:       End date: | | | | |
| Requested extension:  Proposed extension (in months):       Proposed end date: | | | | |
| Any extension approved previously? Yes  No | | If yes, please provide details on the extended period and approval date: | | |
| Change of PI | New PI’s particulars: | | | | |
| Name:       Position:       Academic Unit: | | | | |
| Budget Revision | Budget item\* | 1. Originally approved | | 1. Proposed virement | Difference i.e. (b) – (a) |
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|  |  | |  |  |
|  |  | |  |  |
| Total |  | |  |  |
| *\* For newly added item(s), please indicate it with “(New)”, e.g. Conference (New).* | | | | |
| Other | Please specify: | | | | |

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| 1. **Justifications and planning for the requested change(s)**   *[eg. reason(s) for project extension/change of PI, plans for using up the remaining funding balance and completing the project]* | | | | | |
|  | | | | | |
| Signature of PI: |  |  |  | |
|  | (Name:       ) |  | Date | |
| For Direct Grant, endorsement from Faculty Dean/Panel Convener is required | | | |
| Signature of endorser: |  |  |  | |
|  | (Name:       ) |  | Date | |